



**Federal Aviation
Administration**

Guidance for Configuration Control Board Charter Development and Submission

July 18, 2006

**Enterprise CM Organization
AJW-272**

I. Background/Introduction

After establishment of the ATO organization, all existing CCBs were restructured to align with ATO organization structure – i.e. to Service Units. While this reduced the number of formal CCBs from 20 to 5, there were subordinate panels operating as CCBs to support ongoing CM activity primarily within Technical Operations.

In June 2006, the NAS CCB Co-Chairs proposed a new CCB structure and introduced the concept to FAA Configuration Management Officers (CMOs). The proposed CCB structure aligns the CCBs by functional area. This allows the CCBs to more effectively manage their configuration items (CI) by associating CIs to a specific CCB versus to a Service Unit, which can be responsible for multiple functional areas, and allows the Agency to more easily monitor CCB activity.

In accordance with FAA Order 1800.66, Configuration Management Policy, all CCBs must have a Charter approved by the NAS CCB to adjudicate any changes against NAS systems for which they are responsible.

II. Purpose

This document describes the process associated with development, maintenance, submission and approval of CCB Charters. All CCB charters are required to comply with the format and content of the template contained within this document.

III. Charter Development

All CCB Charters are to be developed using the attached template. Format and content should be verified prior to submission. All CCB Charters shall comply with requirements of FAA Order 1800.66.

All members from previously approved CCB Charters must be accounted for in the new Charter. Membership omissions, if any, must be identified and rationale provided at the time of charter submission to the NAS CCB.

CCBs may not charter subordinate boards.

IV. Changes to Baselined Charters

a. Changes to Charter Text

Changes to the main text of the charter and all appendices, with the exception of Appendix A, are to be coordinated through the respective CCB. Member signatures are to be obtained prior to the submission to the NAS CCB for approval.

The updated charter should reflect the new revision level, revision date, new signatures and description of the revision on the revision history page. CCB

member signatures need to be obtained prior to submission of the Charter for approval.

When complete, the revised charter is submitted to the Enterprise CM organization for coordination through the NAS CCB.

b. Changes to CI Listing, Appendix A

Changes to the CI listing only are processed as follows: Additions, deletions and changes to CI listings are to be internally coordinated through the respective CCB prior to submission to the NAS CCB for approval.

The updated CI listing should accompany the existing charter under a cover page containing CCB chairperson(s) signature. The revision history page of the charter is to reflect CI listing update and date of CCB approval.

If a Charter revision applies only to Appendix A, CI listing, then the Enterprise CM organization, in coordination with the NAS CCB Executive Secretariat and responsible configuration management officer (CMO) will advise the NAS CCB of the change(s) for approval at that time.

V. Charter Submission for Approval

As the Agency's top level CCB, only the NAS CCB may charter subordinate boards and approve revisions to charters. All CCB Charters are to be submitted to the Enterprise CM organization after organizational review and completion of signatures. If desired by the CMO, Enterprise CM will review draft charters prior to internal coordination. The revised charter must show concurrence signatures by the membership.

A CCB representative is responsible for providing a briefing to the NAS CCB highlighting key information on the Charter to be approved. This requirement applies to both newly baselined and subsequent revisions to the CCB Charters.

VI. Approval

CCB Charter approvals are recorded in NAS CCB minutes and posted to the Enterprise CM website. CCBs are responsible for ensuring development and approval of their CCB operating procedures. Operating procedures are approved by the respective CCBs.

VII. CCB Charter Template

The template is attached for use by the NAS organizations to aid in the development and submission of CCB Charters for approval.



Federal Aviation
Administration

TEMPLATE for CCB Charter Development

AIR TRAFFIC ORGANIZATION

[CCB Name]

CONFIGURATION CONTROL BOARD

CHARTER

In SUPPORT of

LIFE-CYCLE MANAGEMENT

of the

NATIONAL AIRSPACE SYSTEM

SEPTEMBER 1, 2006

(latest submittal date)

Submitted by _____
CCB Chairperson

Approved by _____
NAS CCB Co-Chairperson

Approved by _____
NAS CCB Co-Chairperson

CCB Signature Page

Date

Date

Date

Date

Revision History
(For NAS CCB submission only)

Date	Revision	Change Description
09/01/06	-	Initial baseline

Table of Contents

1.0 INTRODUCTION	1
1.1 Purpose	1
1.2 Authority	1
2.0 [CCB NAME] CCB RESPONSIBILITIES	2
3.0 [CCB NAME] CCB PARTICIPANTS	3
4.0 CCB ADMINISTRATION	3
5.0 CCB RECOMMENDATIONS AND DECISIONS	4
6.0 CHANGES TO THE CCB CHARTER.....	4
7.0 DELEGATION OF CCB AUTHORITY	4

Appendix List

APPENDIX A: CONFIGURATION ITEMS.....	A-1
APPENDIX B: CCB MEMBERSHIP	B-1
APPENDIX C: ACRONYM LIST	C-1

**Air Traffic Organization
[CCB Name]
Configuration Control Board
Charter
in Support of
Life-Cycle Management
of the
National Airspace System (NAS)**

1.0 INTRODUCTION

1.1 *Purpose*

This charter establishes the Air Traffic Organization's, [CCB name], Configuration Control Board (CCB) and assigns responsibility for establishing baselines and controlling changes to these baselines for the Configuration Items (CIs) within the [CCB name] CCB identified in Appendix A of this document. The [CCB name] CCB will operate in an integrated and disciplined manner to provide a structured and streamlined control process for managing the assigned products and services within the terminal domain throughout their intended life cycle. Life cycle configuration management through the CCB ensures that all changes are visible, that any potential safety, security, and operational impacts to the NAS are properly addressed, and provides consistency with technical and programmatic direction across all products and services. This CCB charter empowers the [CCB name] CCB to disposition all changes to these CIs in accordance with FAA Order 1800.66, Configuration Management Policy, and all applicable notices that supplement the processes contained in Order 1800.66. Organizations that control CIs external to [CCB name] CCB, yet which impact [CCB name] CCB CIs, will coordinate their Configuration Management (CM) activities with the [CCB name] CM organization. The [CCB name] CCB Operating Procedures define the processes and procedures used to execute the responsibilities assigned in this Charter.

1.2 *Authority*

The [CCB name] CCB is authorized by the National Airspace System (NAS) CCB in accordance with FAA Order 1800.66. This authority does not extend to the creation of lower level CCBs. The charter shall be changed only upon recommendation by the [CCB name] CCB and approval by the NAS CCB.

2.0 [CCB name] CCB RESPONSIBILITIES

The responsibilities of the [CCB name] CCB are:

- a) Performing CCB functions as established in this charter in accordance with FAA Order 1800.66 and all applicable notices that supplement the processes contained in Order 1800.66;
- b) Submitting proposed changes to this Charter to the NAS CCB, and subsequently implementing the approved changes;
- c) Maintaining and approving proposed changes to the [CCB name] CM Plan and CCB Operating Procedures;
- d) Identifying [CCB name] CCB configuration item baseline documentation, as well as documents that comprise each of the domain's subordinate baselines;
- e) Developing plans and policies for the configuration management and evolution of the Domain system architecture throughout the life cycle of the system, and ensuring alignment with the NAS Enterprise Architecture;
- f) Ensuring that the specifications under the jurisdiction of the [CCB name] CCB are developed in accordance with FAA-STD -005 and approved in accordance with FAA Order 1800.66 and all applicable notices and supplements;
- g) Ensuring that the change proposals beyond the approval authority of the [CCB name] CCB are elevated to the NAS CCB for review and approval;
- h) Ensuring adherence to configuration control procedures in processing changes to the [CCB name] CCB configuration item data and baselines;
- i) Ensuring proposed changes are reviewed in accordance with approved processes and procedures, including those implementing Safety Management System (SMS) change processing requirements.
- j) Coordinating interfaces between responsible organizations prior to presentation to the CCB;
- k) Reviewing, adjudicating, transferring or elevating changes presented to the CCB;
- l) Documenting and tracking CCB actions and decisions in accordance with the processes and procedures as defined in the CCB Operating Procedures and the CM Implementation Plan;
- m) Ensuring that all test NCPs include a test plan in accordance with NAS CCB direction;
- n) Monitoring test results of approved changes against expected results, prior to approving integration of the change into the appropriate baseline. Discrepancies will be resolved and documented prior to baseline modification;
- o) Ensuring that the listing of [CCB name] CCB CIs in Appendix A remains current. NAS baselined CIs are contained in NAS-MD-001. This includes generation of case files to decommission NAS systems or subsystems which have been removed entirely from the NAS inventory;

- p) Reporting CM performance metrics for the *[CCB name]* CCB to the NAS CCB at the request of the NAS CCB.

3.0 *[CCB name]* CCB PARTICIPANTS

The *[CCB name]* CCB participants are identified in Appendix B.

4.0 CCB ADMINISTRATION

The CCB Executive Secretariat shall be responsible for ensuring that changes are presented at CCB meetings. The Executive Secretariat responsibilities consist of coordinating and performing the administrative tasks related to the performance of the CCB, including, but not limited to:

- a. Preparing agenda and formal meeting minutes;
- b. Supporting the change process and procedures (including prescreening, must evaluation and resolution of comments);
- c. Collecting metrics and reporting to the NAS CCB;
- d. Tracking and monitoring CCB action items and Configuration Control Decision (CCD) to closure;
- e. Ensuring that all proposed NAS changes include a safety assessment and that Safety Risk Management (SRM) documentation is provided to the appropriate decision makers as required;
- f. Ensuring that all proposed NAS changes contain security assessment and estimated cost and funding source information.
- g. Submitting any unresolved comments to the Chairperson for resolution.
- h. Supporting CM performance monitoring functions, under the authority of this CCB Charter and as described in the CCB Operating Procedures.
- i. Ensuring all CM information is validated and entered into the FAA nationally approved CM database;
- j. Elevating issues that cannot be resolved at the *[CCB name]* CCB to the NAS CCB for resolution.

5.0 CCB RECOMMENDATIONS AND DECISIONS

The [CCB name] CCB shall review, adjudicate, elevate, or withdraw proposed NCPs affecting its CIs or transfer proposed NCPs to other CCBs for adjudication as required. The CCB shall reach a decision after a period of presentation, discussion, at which time the chairperson(s) may poll the members for their position or recommendation. The CCB chairperson(s) shall make all final decisions. NCPs may be deferred until the next CCB if further analysis or additional information is needed.

Decisions on NCPs shall be documented in a Configuration Control Decision (CCD) prepared by the CCB Executive Secretariat and signed by the CCB Chairperson(s). The CCD will include detailed implementation action items and the responsible organization(s). CCD actions will be documented, tracked and monitored through closure.

6.0 CHANGES TO THE CCB CHARTER

This Charter shall be changed only with the approval of the NAS CCB upon the recommendation of the [CCB name] CCB. CCB Charter change process guidance provides details for establishing initial Charter baseline and maintaining configuration control.

7.0 DELEGATION OF CCB AUTHORITY

The CCB Chairperson(s) may authorize another participant to act as a chairperson via memorandum to the CCB Executive Secretariat. CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority by informing the CCB Chairperson(s). Additionally, when time critical or urgent processing of a proposed change request is necessary, or in the event of other specific circumstances, the CCB Chairperson(s) may call an emergency CCB meeting or approve changes without benefit of a CCB meeting or member review. Change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, or no later than the next regularly scheduled meeting. Questions and concerns regarding CCB decisions are addressed to the CCB Chairperson(s).

APPENDIX A: CONFIGURATION ITEMS

The CIs listed below are under the control of the *[CCB name]* CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the domain. As these CIs, or components thereof are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

***[CCB Name]* CCB CIs:**

[List CIs]

APPENDIX B: CCB MEMBERSHIP

The participants of the *[CCB name]* CCB shall be as follows:

[CCB name] **CCB Chairperson**

- *[Chairperson title]* or designated representative

[CCB name] **CCB Executive Secretariat**

- *[Executive Secretariat organization title]* or designated representative:

[CCB name] **CCB Permanent Members::** *(List all permanent members by organization as follows):*

- *[Member organization title]* or designated representative

Ad Hoc Technical Advisors, Consultants, and Program Control Specialists will be invited as required

APPENDIX C: ACRONYM LIST**

ATO	Air Traffic Organization
CCB	Configuration Control Board
CCD	Configuration Control Decision
CI	Configuration Item
CM	Configuration Management
CMO	Configuration Management Officer
FAA.....	Federal Aviation Administration
ICD.....	Interface Control Document
IRD.....	Interface Requirements Document
NAS	National Airspace System
NCP	NAS Change Proposal
SMS	Safety Management System
SRM.....	Safety Risk Management

*** Not all acronyms are used in this template. They are listed for information purposes only*